

U S CENSUS BUREAU

Denver Regional Census Center

The Census Bureau serves as the leading source of quality data about the nation's people and economy. We produce statistics that help Americans better understand our country — its population, resources, economy, society and culture.

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COUNTS

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6950 W Jefferson Ave
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JOBS AVAILABLE !!

Arizona; Colorado; Montana; Nebraska;
Nevada; New Mexico;
North Dakota, South Dakota, Utah; Wyoming

Administrative Assistants
Recruiting Assistants

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<http://www.census.gov/roden/www/empty.html>

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U.S. Census Bureau

Administrative Assistant (AA)

The Administrative Assistant is responsible for supporting the Local Census Office Manager (LCOM) and team of Assistant Managers.

- Maintains the LCOMs calendar and schedules appointments and meetings.
- Audits and processes payroll for management team.
- Receives and reviews incoming correspondence and other materials.
- Reviews outgoing correspondence and materials for procedural and grammatical accuracy and conformance with policy.
- Controls documents requiring action by a specific date and follows up to ensure that such deadlines are met.
- Keeps a running account of pertinent office events during the LCOMs absence and carries out delegated duties such as insuring the assembly of specified reports by deadline dates.
- Makes necessary travel arrangements for managers. Prepares travel vouchers, computing per diem and mileage reimbursements. Forwards all the necessary documentation to the Regional Census Center.
- Provides general administrative and clerical support for management team.

Recruiting Assistant (RA)

The Recruiting Assistant performs recruiting activities to ensure there is a sufficient pool of qualified applicants for temporary census employment.

- Works to ensure sufficient numbers of applicants are tested for temporary census jobs within their designated geographic area.
- Meets with and distributes recruiting packets to state, local and tribal governments, local businesses, local public and state employment agencies, media outlets, community centers, religious groups and other appropriate sources to recruit for a variety of positions.
- Maintains good public relations with applicant referral and other employment sources.
- Periodically reviews existing recruitment materials ensuring the applicants are provided with a thorough explanation of the responsibilities of the position.
- Distributes posters and flyers at job fairs and performs other similar recruiting activities to recruit local residents.
- Responsible for scheduling and/or testing job applicants for various positions. Monitors the testing sessions, scores the test, reviews application forms, and performs other tasks required in testing applicants.
- Locates space for testing applicants, assuring that it meets specific criteria. Sets up testing room in an appropriate manner to allow for a testing and reception area.

PLEASE CALL 877-474-5226 TO APPLY AND SCHEDULE A TESTING SESSION

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